State of West Virginia
EMPLOYEE PERFORMANCE APPRAISAL
(**EPA-1**. Use this form for initial planning session, coaching, or when responsibilities, standards, or expectation must change.)

Go r rq{ggóu'P co g"*Ncuv.'Hktuv.'O kf f ng+	Uqekcn'Ugewtkv{'P wo dgt"*ncuv'6'f ki kv'qpn{"ó"vq" dg'eqo rngvgf "d{ "vj g'go rnq{gg+ XXX-XX-__ __ __ __		
Rqukkqp"Vkng"	Vko g'kp'Rtgugpv'Rqukkqp""*kp'o qpvj u+		
F gr ctvo gpv" F kxkukqp<' Ugevkqp<'	V{r g'qh'Tcvkpi ""*O ctn"X'dgnqy 0+		
	Kpkkcn'	Eqcej kpi "	Ur gekcn'
Tcvkpi "Rgtkqf " thru	Uwr gtxkuqtøu'P co g"	Uwr gtxkuqtøu'Vkng"	

RESPONSIBILITIES< 'Guugpvkcn'f wkgu'cpf 'tgur qpukdkrkkgu'cu'kf gpvkhkgf 'kp'vj g'hwpevkqpcn'lqd'f guetkr vkqpu0'

PERFORMANCE STANDARDS and EXPECTATIONS: 'Qdlgevkxgu'vq'dg'ceeqo rnkuj gf 'f wtkpi 'vj g'tcvkpi 'r gtkqf 0'

ACKNOWLEDGEMENT: 'C 'f kuewuukqp'qh'f wkgu. 'tgur qpukdkrkkgu. 'r gthqto cpeg'uvcpf ctf u. 'cpf 'gzr gevcvkqpu'hqt 'vj g'ewttgpv'r gtkqf "qqqn'r nceg'qp 'vj g'f cvg'dgnqy 0"Y g'cempqy ngf i g'qwt 'wpf gtuvcpf kpi "qh' vj ueg'f wkgu. 'tgur qpukdkrkkgu. 'uvcpf ctf u. 'cpf 'gzr gevcvkqpu'cpf 'j qy "vj g{ 'y knn'dg'wugf "vq'o gcuwtg'y qtm/tgncvgf " r gthqto cpeg'f wtkpi 'vj ku'r gtkqf 0'

Uwr gtxkuqtøu'Uki pcwtg"" F cvg"	'Go r nq{ggøu'Uki pcwtg"	F cvg"